

**DEPARTMENT:** Fire Department

#### **NATURE OF WORK:**

Performs advanced professional and supervisory work overseeing the business and financial operations of the Fire Department, including planning, organizing, assigning, conducting, and evaluating the financial and business operations of the Department and its Divisions; coordinating activities among the Divisions functional areas; and assisting the Fire Chief in long-range business and financial planning of the Department.

Work is performed under the general supervision of the Fire Chief.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

Researches and develops business and financial policies and procedures. Assesses the need, applicability and impact of individual policies and procedures on organizational operations and administration. Evaluates conclusions and recommends alternative strategies.

Develops and updates the Department Financial Operating Manual.

Develops and implements data collection process necessary to carry out analysis; determines methodology to utilize applicable criteria. Evaluates conclusions and recommends alternative strategies.

Researches and analyzes financial data and information related to the programs and activities of the Department, as well as those proposed for the Divisions.

Oversees the preparation of the Department Annual Report through the collection, analysis, and arrangement of annual statistical information.

Conducts and supervises a wide variety of special projects in the Department including policy analysis and development, as well as financial impact of program and facility development.

Prepares written and oral reports for action by the Fire Chief, County Administrator, and/or Board of Supervisors.

Develops and monitors Fire Department internal control policy and internal audit function.

Oversees the selection and administration of information technology systems to include hardware and software for all Division operations.

Conducts periodic reviews of all Department financial systems to ensure compliance with Generally Accepted Accounting Principles.

Assists in the development and coordination of Department goals, objectives, and budget.

Coordinates, researches, and prepares the Department's operating budget including division budgets.

Manages the Department's Performance Measurement Programs. Advises divisions regarding development of workload, effectiveness and efficiency measures. Tracks measures and analyzes trends. Ensures coordination with other County programs and systems. Helps divisions use information for benchmarking.

Coordinates, researches, and prepares the Department's capital plans.

Provides financial reporting and analysis to all Department Capital Improvement Projects. Develops financial forecast models and provides financial guidance in the prioritization of Department resource allocation.

Oversees Departmental cash management and coordinates cash handling training for all operating units.

Expedites business and financial services for the units of the Department.

Reviews accounting systems and reports and compares with County generated reports to identify efficiencies.

Optimizes methods for transaction processing and financial reporting.

Performs monthly reviews of FMS generated transactions reports and trial balances. Reconciles to Departmental management reports.

Approves payment requests and requisitions and oversees internal systems related to all Departmental purchasing functions.

Manages Department's inventory systems. Maintains computerized inventory of all fixed assets of the Department.

Provides staff training for new and/or revised policies and procedures.

Supervises the work of assigned staff; provides guidance and training; performs various personnel functions including performance appraisal, counseling, employee selection, disciplinary actions, etc.

Provides guidance and leadership in accordance with goals of the Department.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

Required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

## JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates standard office equipment to include computer keyboard, telephone, calculator, copy machine, etc. Requires driving Department vehicle to meetings and other job related locations.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the concepts and details involved in developing, operating, monitoring, and modifying automated financial systems.

Considerable knowledge of microcomputers and skill in their use including spreadsheet, word processing, and database management.

Some knowledge of the Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB), GASB Statement 34, and related statements.

Considerable knowledge of the cost/benefit relationship as in a public service environment. Ability to apply technical and statistical knowledge in developing and interpreting financial models.

Thorough knowledge of data analysis and collection principles.

Ability to perform and oversee the use of analytical procedures and methods for identifying accounting deficiencies and problems.

Ability to analyze information and make recommendations.

Ability to plan, organize, manage, and coordinate complex financial operations concurrently.

Ability to manage several projects simultaneously and to meet deadlines.

Ability to plan, organize, coordinate, evaluate, inform, and motivate staff in a positive and effective manner.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to gather and analyze data and to recommend and implement policy and procedural changes resulting from such analyses.

Ability to build teamwork and effectively manage and supervise employees.

Ability to establish and maintain effective working relationships with staff, other County officials, and the public.

## **MINIMUM QUALIFICATIONS:**

Bachelor's degree in accounting, public administration, business, or a related field (Masters Degree Preferred) and considerable professional accounting experience, preferably in local government, some of which shall have been in a supervisory capacity; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

## **NECESSARY SPECIAL QUALIFICATIONS:**

Requires a post-offer credential check.

Requires a post-offer driving record check.

Must possess valid Virginia driver's license and have an acceptable driving record based upon James City County criteria.

Requires a post-offer drug test

## OTHER POSITION INFORMATION:

This is a supervisory position.

Date: June 2009

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: <u>Budget Analyst Business Manager</u>	Position Number: <u>150</u>
Department: Fire Department	Division:
	that we identify the general aptitudes and physical ve. Individuals who have the position must be able to reasonable accommodation.
<ul> <li>I. Mental Abilities: General learning ability and underlying principle</li> <li>         \infty Ability to reason and make judgments     </li> </ul>	. The ability to "catch on" or understand instructions es.
<ul> <li>Ability to understand and follow oral instructions</li> <li>Ability to understand and follow written in</li> <li>Ability to guide and/or give instructions</li> <li>Ability to make decisions in accordance with the control of the control</li></ul>	struction
to use them effectively. between words, and	teanings of words and ideas associated with them and To comprehend language, to understand relationships to understand meanings of whole sentences and information or ideas clearly.
1. Speaking/Talking:	2. Hearing/Listening:
<ul> <li>Answer telephone, radio or switchboard</li> <li>Communicating with County officials</li> <li>Communicating with general public</li> <li>Communicating with vendors</li> <li>Communicating with supervisors and/or with other employees</li> <li>Communicating with other</li> <li>Not essential to job functions</li> </ul>	<ul> <li>☐ Ability to distinguish between different tones</li> <li>☑ For communication with County officials, public, vendors, supervisors and/or other employees</li> <li>☐ Not essential to job function.</li> <li>3. Reading: (ability to read and understand text)</li> </ul>
	Essential to job function  Not essential to job function

III.	. Numerical: Abil	ity to perform arithmet	tic operations quickly and accurately.
	Ability to perform	ly perform accurate two maccurate calculations dding machine or meas ob function	aided
IV.	Spatial Abilities:	and solid objects. No solving geometry pro	nd forms in space and understand relationships of plane May be used in such tasks as blue print reading and in blems. Frequently described as the ability to "visualize" e dimensions, or to think visually of geometric forms.
	☐ Essential function ☐ Not essential function		
V.	Motor Coordinat		inate eyes and hands or fingers rapidly and accurately in movements with speed. Ability to make a movement ely and quickly.
1.	Manual Dexterity	Ability to move the placing and turning i	hands easily and skillfully. To work with the hands in motions.
	Use telephone     Use switchboard     Use radio/consol     Use a calculator     Use a copy mach     Use a fax machin	le nine	<ul> <li>✓ Manipulate computer keyboard and mouse</li> <li>✓ Use postage machine</li> <li>─ Use hand tools</li> <li>─ Use power tools</li> <li>─ Other:</li> <li>─ Not essential to job function</li> </ul>
2.	Finger Dexterity:	<u> </u>	fingers and manipulate small objects with the fingers For example: electrical wiring.
	Essential to job to Not essential to j		
	Explain:		

# VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force, or stress.

# Please check (✔) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequen	cy of Mani	pulation
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift		<b>V</b>					~		
Push/Pull		<b>V</b>					~		
Hold/Carry		>					<b>V</b>		

S-   S-10   10-15   15-25   25-50   50+   Occasionally Frequently Continuo   Lift   V	Lift	5-	5-10	10-15	15-25	25-50	50+	Occasion	ally Frequent	ly Continuously
Push/Pull	Lift									
Mold/Carry								<b>/</b>		
Ianipulation done from:  ground to waist  waist level waist to shoulder above sh	Push/Pull		<b>/</b>					<b>✓</b>		
(Check all that apply)  of essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apple)  • Climbing: To move up or mount by using the hands or feet.  Ladders Stairways Steps  ☐ Step stool ☐ 1 flight ☐ 1-2 ☐ 8' to 10' step ladder ☐ 2 flights ☐ 2-3 ☐ Extension ladder ☐ 3 or more flights ☐ 3-4 ☐ Other: ☐ Ot	Hold/Carry		<b>/</b>					<b>✓</b>		
Ladders  Stairways  Steps  St	Ianipulation	done fro	om: 🛛 g	ground to				waist to	shoulder _	above should
Ladders  Step stool  Step stool  8' to 10' step ladder  Cher:  Other:  Not essential to job function  Not essential to job function  Duration (hours/day)  Steps  1-2  2-3  3-4  Other:  Other:  Other:  Not essential to job function  Occasionally Frequently Continuous	ot essential	to job fu	nction: [	\(\times\) Lift		Push/Pul	l [	] Hold/Ca	arry (Check	all that apply)
Step stool ☐ 1 flight ☐ 1-2 ☐ 8' to 10' step ladder ☐ 2 flights ☐ 2-3 ☐ Extension ladder ☐ 3 or more flights ☐ 3-4 ☐ Other: ☐ Other: ☐ Other: ☐ Other: ☐ Other: ☐ Not essential to job function ☐ Not essential function ☐ Not essent	. <u>Climbin</u>	g: Ton	nove up	or mount	by using	g the han	ds or fee	et.		
□ 8' to 10' step ladder □ 2 flights □ 2-3   □ Extension ladder □ 3 or more flights □ 3-4   □ Other: □ Other: □ Other:   □ Not essential to job function ☑ Not essential to job function   ■ Ability to Stand, Sit, Walk, and Run:   Please check ( ) in appropriate boxes below.    Puration (hours/day)  Occasionally Frequently Continuous	La	<u>adders</u>			Sta	<u>irways</u>			<b>Steps</b>	
	Exten Other	sion ladd	er		3 or 1	nore fligh			3-4	
		ssential to	o job fund I <mark>, Sit, W</mark>	alk, and	l Run:	essential t	o job fui		Not essenti	al to job functi
0-1   1-3   3-5   5-7   7-9   9+		ssential to	o job fund I <u>, Sit, W</u> Pl	alk, and	l Run: ck (✔) in	essential t	o job fui	oxes belov	Not essenti	T
Stand 🗸		ssential to	) job fund I, Sit, W Pl Pration (I	alk, and ease che	l Run: ck (✔) in	essential t	o job fui oriate b	oxes belov	Not essenti	Ī
Sit V	Ability t	Sential to  to Stand  Du  0-1	) job fund I, Sit, W Pl Pration (I	alk, and ease che	l Run: ck (✔) in	essential t	o job fui oriate b	oxes belov	Not essenti w. Frequently	T
Walk 🗸	Ability t	Sential to  to Stand  Du  0-1	) job fund I, Sit, W Pl Pration (I	ease che	l Run: ck (✔) in y) -7 7-	essential t	o job fui oriate b	oxes belov	Not essenti w. Frequently	Continuousl
Run	Stand Sit	Du 0-1	) job fund I, Sit, W Pl Pration (I	ease che	l Run: ck (✔) in y) -7 7-	essential t	o job fui oriate b	oxes belov	Not essenti	Continuously

# 4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

			Daily Amounts		
		5-20x	20-50x	<ul><li> 50+x</li><li> Not essential to job function</li></ul>	
5.	Reaching, Handl	ing, Fingering, a	nd/or Feeling:		
		-	a bodily part. To too erate with the hands.	uch or grasp something, by extend	ing or
			<b>Daily Amounts</b>		
	<ul><li>○ 0-5x</li><li>○ Other:</li></ul>	5-20x	20-50x	<ul><li>☐ 50+x</li><li>☐ Not essential to job function</li></ul>	
6.	Seeing: To percei	ve or comprehend l	by the sense of sight.		
	Peripheral Night vision Focus (dis Color perc	vision on tinctness or clarity) ception (discriminat		y (Check all that apply) between objects)	
VI	I. Driving: The	ability to transfer or	convey in a vehicle.		
Tr	ansmission	Standard	Automatic	Multi-Gears	
Me La Tru He		ction			

Date: June 2009

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